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JOHN J. REILLY
CORPORATION COUNSEL

TO WHOM IT MAY CONCERN:

Enclosed please find three (3) copies of a Notice of Claim form to be used to submit a claim against the City of Albany. The Notice of Claim must be either mailed or delivered in the method described below within ninety (90) days of the date of the incident. Please complete the Notice of Claim form with a brief description as to what happened. Please include as much of the information outlined below as is relevant to your claim.

- The full name and mailing address of the claimant as well as home and work telephone numbers;
- The date and approximate time of the incident leading of the claim;
- If the claim involves a vehicle, please make sure that you have included the make, model and license plate number of the vehicle as well as whether or not the vehicle is owned by the person asserting the claim;
- For wrongful tow claims, the bill or receipt from the towing company should be included.
- Proof of damages is not necessary in a Notice of Claim for personal injury. Just describe the injury or injuries sustained.
- Every Notice of Claim should provide the precise location where the incident giving rise to the claim occurred.

The more complete your Notice of Claim is, the easier it will be to process.

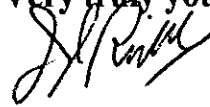
Upon completion of the Notice of Claim, two copies must be notarized on the back. This must be done before submission to this office. Notice of Claims

that are not notarized, will not be accepted.

You may serve your Notice of Claim by registered or certified mail, return receipt requested, upon John J. Reilly, Corporation Counsel, at the address listed above, or the Notice of Claim may be hand delivered to one of my Assistants in this office weekdays from 9:00 a.m. to 5:00 p.m.

Depending on the nature of your claim, our investigation may take up to 8 weeks. This office will contact you at the end of our investigation. At that time, a representative will alert you if the claim will be presented to the Board of Estimate and Apportionment for payment or must be denied. If the claim is denied you retain your legal right to bring suit against the City. I hope this information is helpful. If you have any further questions please contact our office.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'J.J. Reilly', written in a cursive style.

JOHN J. REILLY
Corporation Counsel

JJR/ah

Enclosures